



**DEPARTMENT OF CORRECTIONS
POLICIES AND PROCEDURES**

Policy No.: DOC 1.9.2	Subject: IT HARDWARE, SOFTWARE AND CONTRACTED SERVICE STANDARDS
Chapter 1: ADMINISTRATION AND MANAGEMENT	Page 1 of 3
Section 9: Information Systems	Revision Date: June 26, 2002; March 12, 2001
Signature: /s/ Bill Slaughter	Effective Date: Dec. 1, 1996

I. POLICY:

It is the policy of the Department of Corrections to establish and follow standards in the acquisition and installation of computer hardware and software to ensure compatibility within and between Department programs and other State entities. This includes contracting for information services when fiscal and operational issues suggest that contracts are the most appropriate method for securing these services. All contracts for information services shall be handled in compliance with all applicable state laws and policies.

II. IMPLEMENTATION:

This policy was revised with content changes on June 26, 2002.

III. AUTHORITY:

2-6 through 2-17, MCA, Describing the Duties and Responsibilities of the Department of Administration and Various Department Heads.

2-15-112, MCA. Duties and Powers of Department Heads.

2-17-501, MCA. Responsibilities of Director of Department of Administration for Data Processing.

18-4-313, MCA. Contracts - Terms, Extensions, and Time Limits.

53-1-203, MCA. Powers and Duties of Department of Corrections.

DOC Policy 1.2.8, Procurement.

Title 2, Chapter 12, Subchapter 1, ARM. Regulation of Computer Facilities.

Chapter 12, Sub-Chapters 1 & 2, ARM, Defining the Duties and Responsibilities of the

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Department of Administration in Regulating State Information Technology.

IV. DEFINITIONS:

Acquisition means to purchase, lease, rent, or acquire computer hardware and/or software by any method.

Contracts for Information Services include, but are not limited to, contracts for system analysis, design, development, maintenance, enhancement, operation or administration. Systems include data systems and any networks or communications facilities supporting such systems.

DOA means the Department of Administration.

V. PROCEDURES:

- A. The Department of Administration (DOA) is authorized to review and approve "agency specifications and procurement methods", pursuant to 2-17-501, MCA, for all computer hardware and software purchases. To ensure compatibility within and between various State agencies, and to help keep computer support staffing levels at a minimum, the DOA identifies hardware and software standards to be followed by all State agencies. Included are standards for microcomputers and for microcomputer software.
- B. The Department of Administration (DOA) has the statutory responsibility to administer all state contracts for information services. In exercising this responsibility, the DOA requires that their Information Technology Services Division (ITSD) review and approve all contracts for such services. ITSD has entered into term contracts with several vendors to facilitate state agencies in contracting for information services.
- C. To aid State agencies, the DOA enters into "term contracts" with various vendors to procure standard hardware and software at discounted prices without the need to follow the competitive bidding process for each purchase. Some of these term contracts are exclusive, such as, agencies are required to purchase from the term contract vendor to the exclusion of all other vendors. It is

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the policy of the Department to follow these standards by purchasing computer hardware and software utilizing DOA approved term contracts.

- D. In certain software categories the DOA has chosen not to set standards. In those cases, the Department may establish its own standards for purchase.

- E. To ensure conformity to these standards, all orders to purchase or lease computer hardware and software must be reviewed and approved by the Department Information Technology Bureau Chief prior to issuing purchase orders. This approval should be obtained in writing.

- F. The Department and DOA recognize the occasional need to purchase microcomputer hardware and/or software that are “nonstandard”. The general criteria that will be applied to the approval of nonstandard purchases are that the hardware and/or software incorporate some necessary capability not present in standard hardware and/or software.

- G. Requests for nonstandard acquisitions will require written justification, to include:
 - the reason the purchase is needed;
 - what will happen if it is not approved;
 - who will be responsible for installation and ongoing support of the hardware and/or software;
 - how it will be maintained; and
 - how staff will be trained to use it.

In general, nonstandard hardware and software are not supported by the Information Technology Bureau, but the Bureau must be consulted before any nonstandard equipment or software is installed.

- H. All acquisitions of computer hardware and software must be made in accordance with the Department and DOA State purchasing policies and procedures, including Department Policy 1.2.8, Procurement.

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- I. Programs interested in contracting for information services should contact the Information Technology Bureau of the Department of Corrections which will assist in the coordination with ITSD. If it is determined that an existing term contractor cannot provide the services desired in a timely or cost-effective manner, the ITB will work with the requestor and ITSD to secure a suitable vendor following state law and policies governing the RFP and contracting processes.

VI. CLOSING:

Questions concerning this policy should be directed to the Department Information Technology Bureau Chief.